PKI DIGITAL CERTIFICATE EXPORT/IMPORT PROCESS
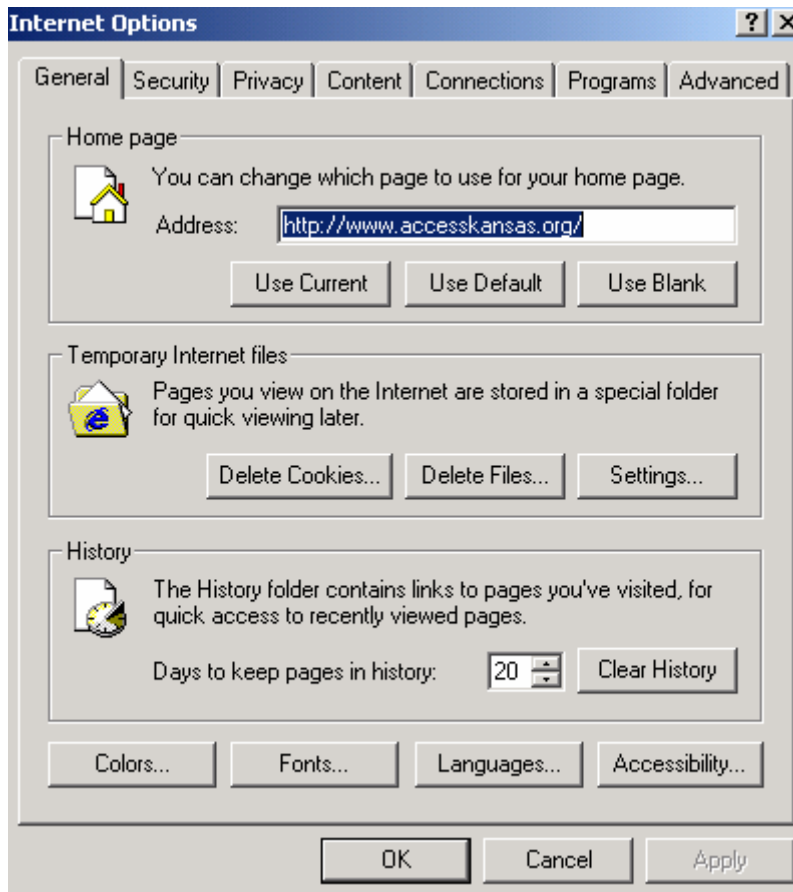
Exporting a certificate using Internet Explorer 6.0

Step 1: Open Internet Explorer 6.0
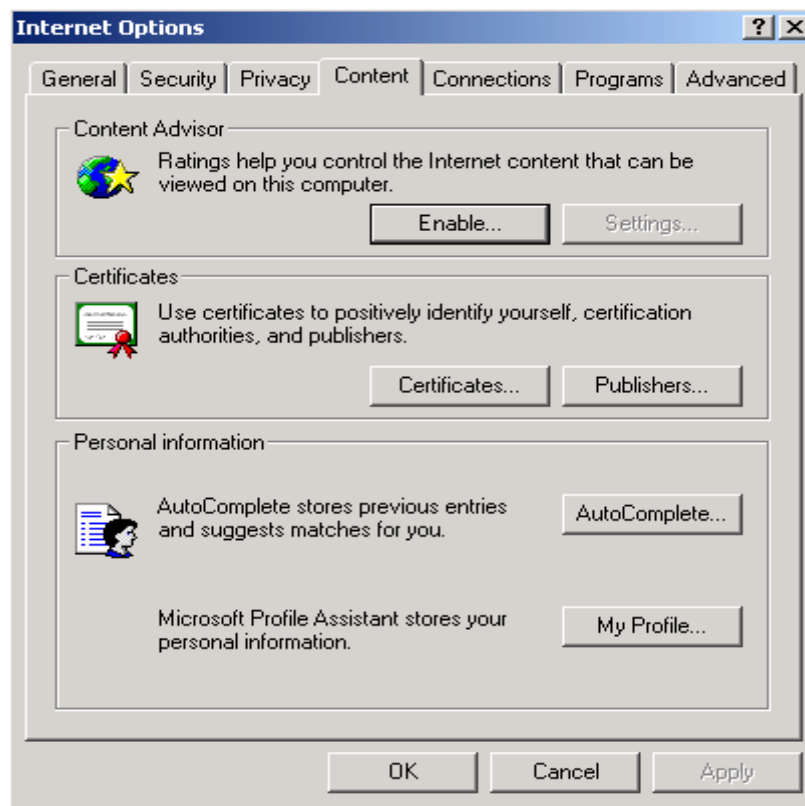
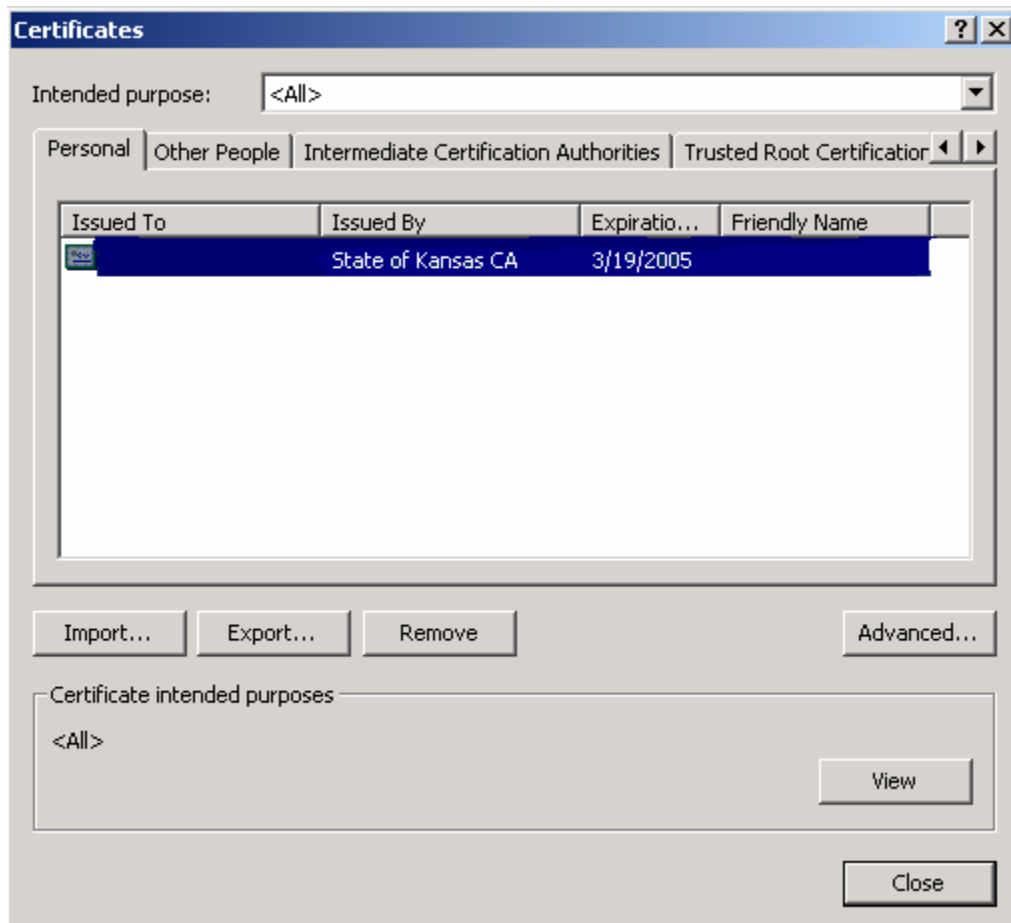**Step 2: Select Tools at the top and then select Internet Options as shown below**

Step 3: Select the Content Tab

Step 4: Click Certificates

Step 5: Click once on the certificate listed. Then click Export.
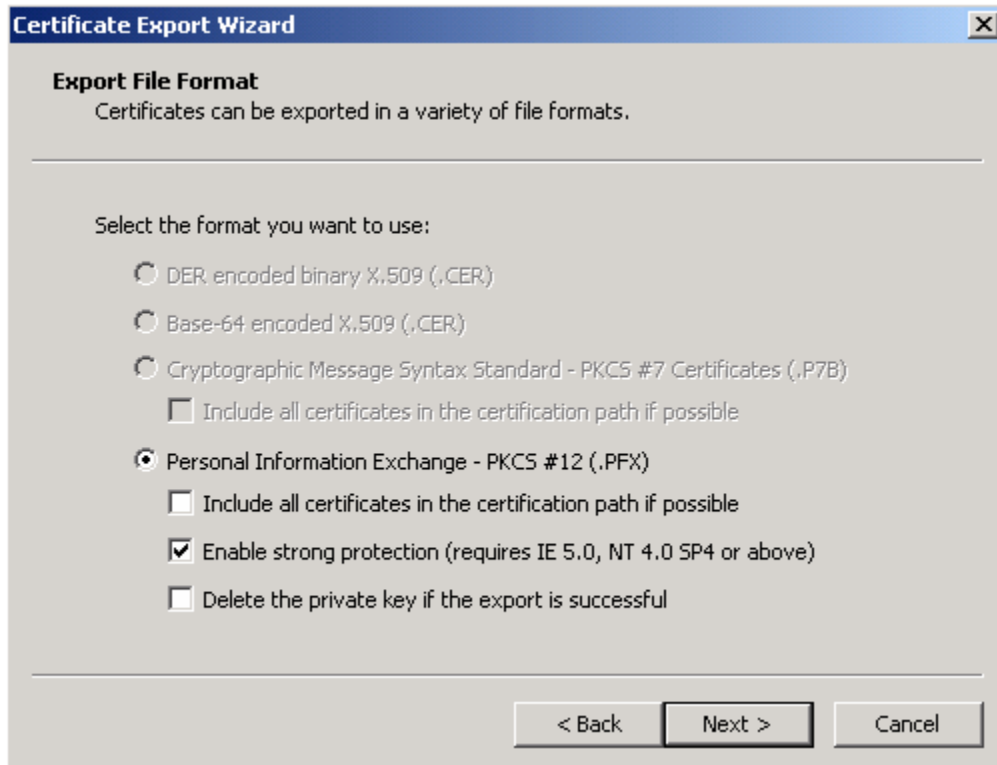
Step 6: Select Next

Step 7: Select "Yes, export the private key" then click Next

Step 8: Select Personal Information Exchange – PKCS #12 (.PFX) and "Enable strong protection (requires IE 5.0, NT 4.0 SP4 or above)
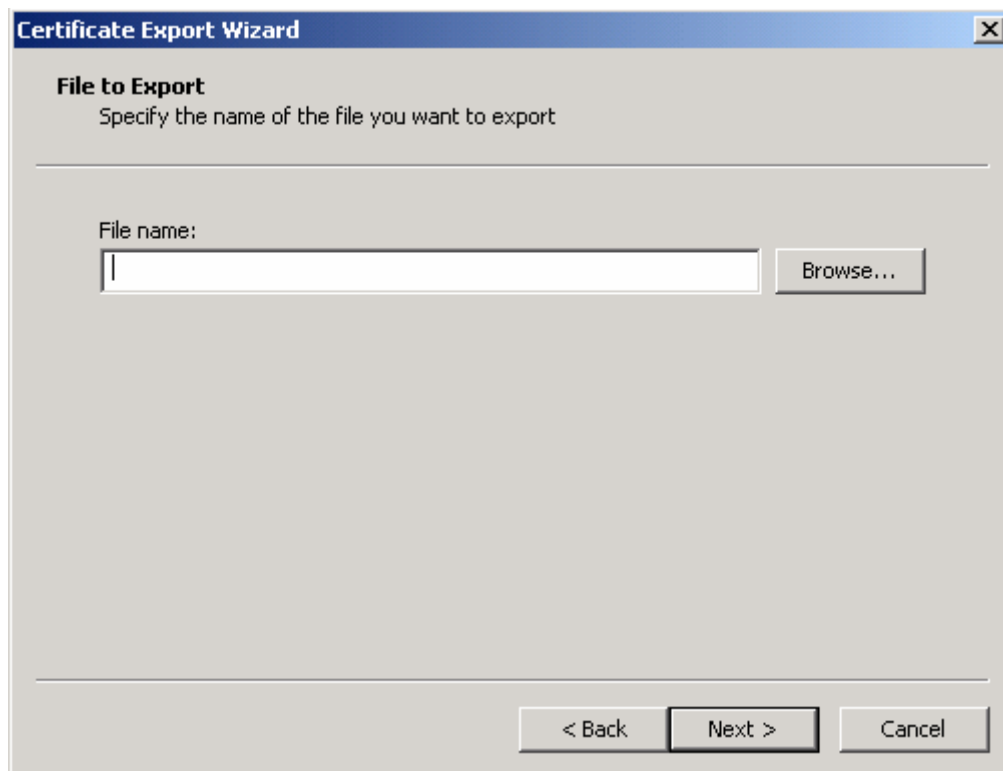
Step 9: Click Next

Step 10: Type in a password for your private key
Note: Make sure that you keep track of this password as you will need it for future importing of your certificate.
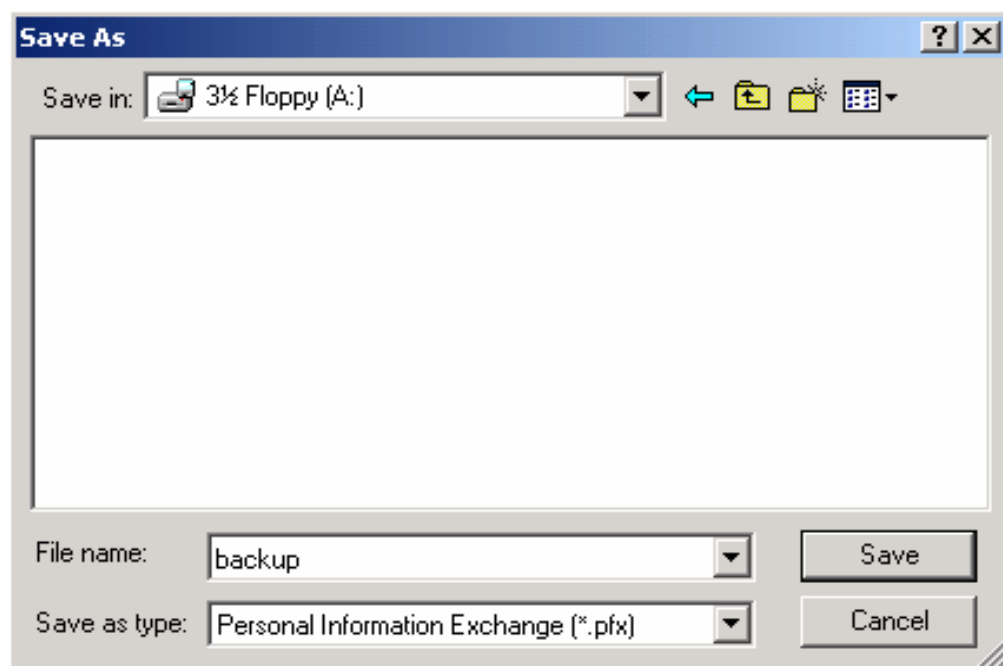
Step 11: Click Browse

Certificate Export Wizard

File to Export
Specify the name of the file you want to export

File name:

[   ] Browse...

< Back   Next >   Cancel

Step 12: Select a location such as your floppy drive to store your certificate export file *(Note: Please select a removable device such as a Floppy or USB storage device.)*

Step 13: Type in a name for your export file, then click Save

Save As

Save in: 3½ Floppy (A:)

File name: backup   Save

Save as type: Personal Information Exchange (*.pfx)   Cancel

Step 14: Click Finish

Step 15: You should now receive an export successful message. Click OK.
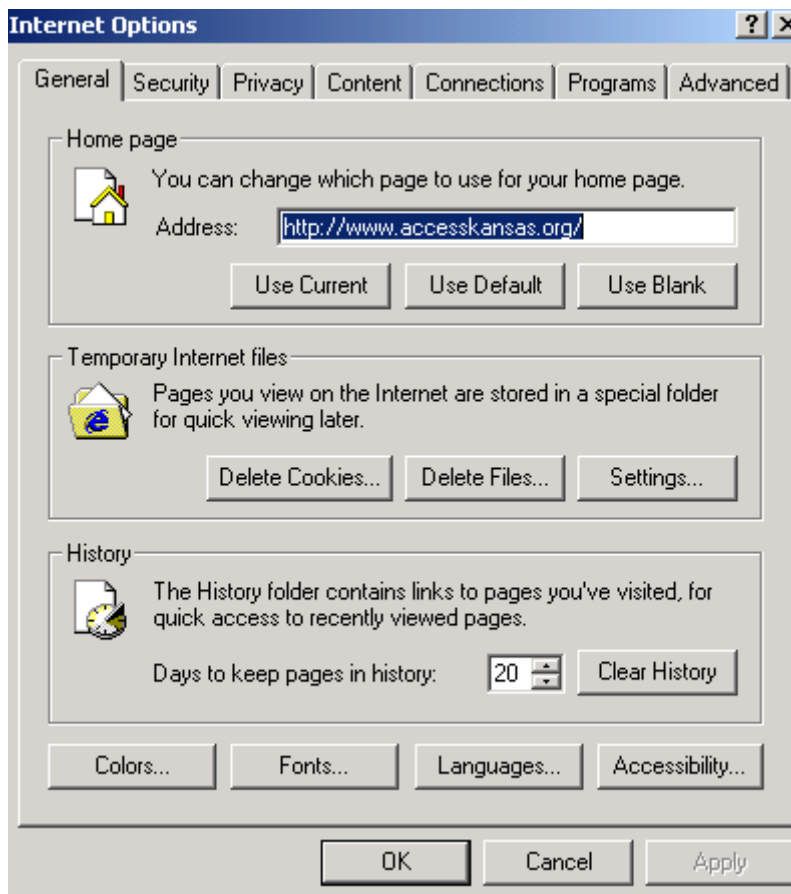
Importing a certificate using Internet Explorer 6.0

Step 1: Open Internet Explorer 6.0
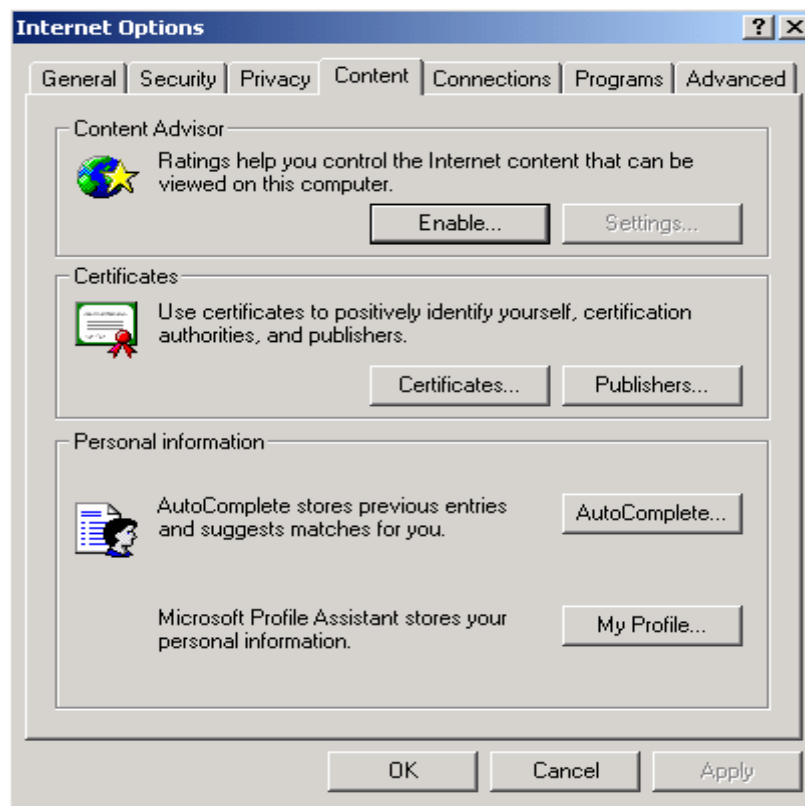
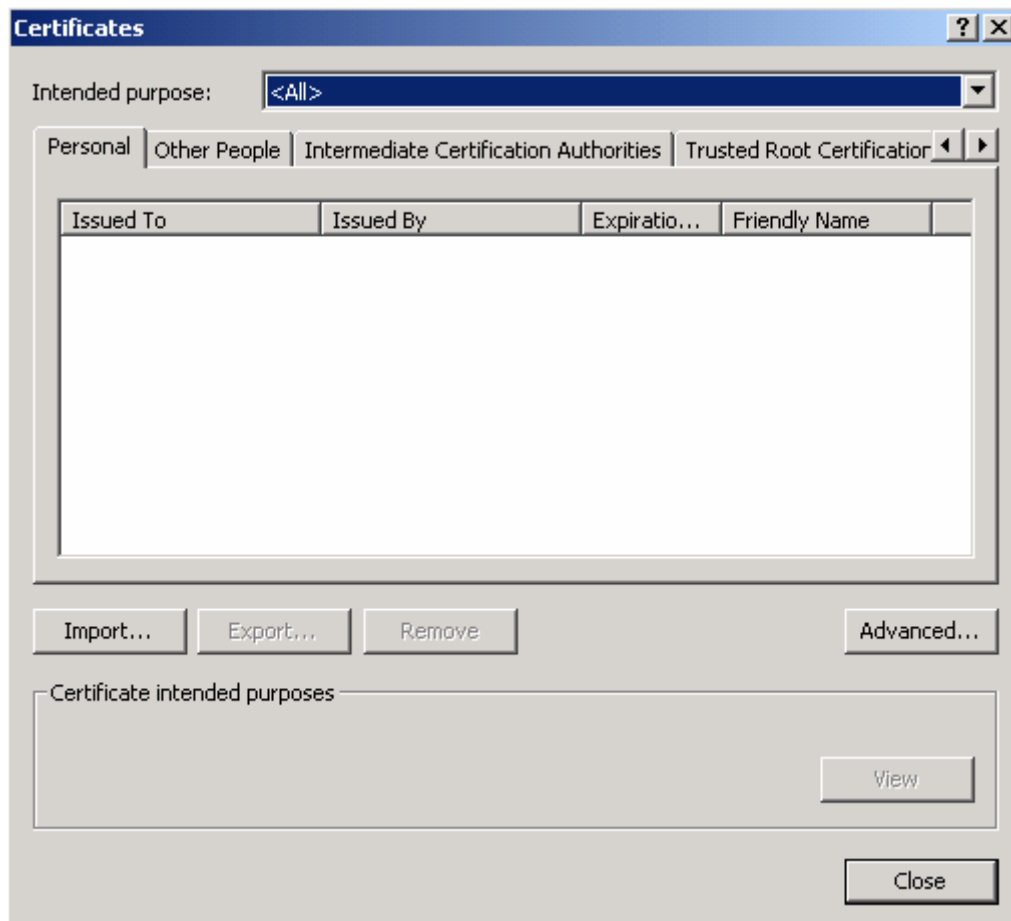**Step 2: Select Tools at the top and then select Internet Options as shown below**

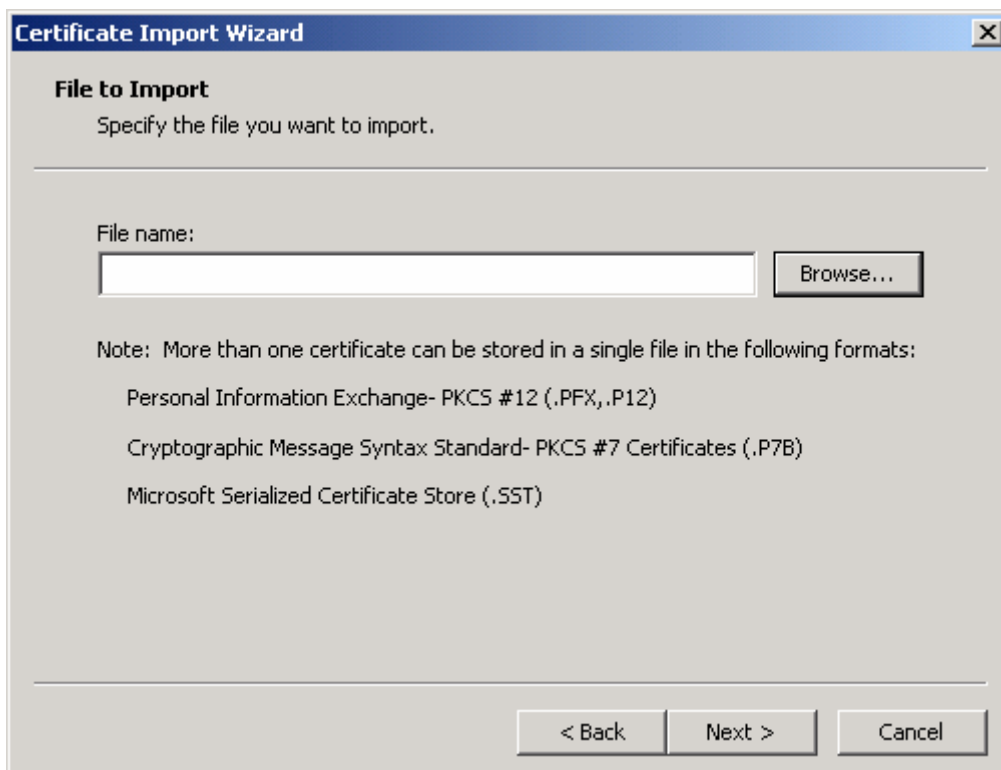**Step 3: Select the Content Tab**

Step 4: Click Certificates

Step 5: Click Import

Step 6: Select Next

Step 7: Select Browse

Step 8: Locate your previously saved certificate file
(Note: You will not necessarily have a this file name or location, this was created for instruction purposes only)

Step 9: Click once on the file name and then select Open
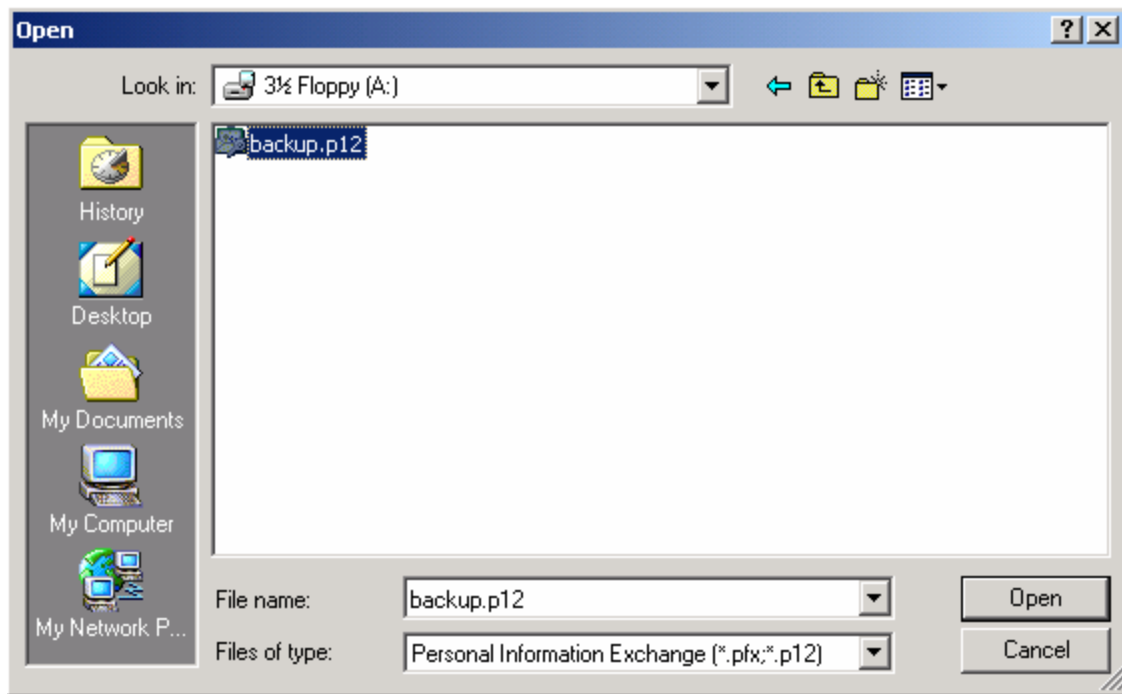
Step 10: Type in your private key password and then check the box next to "Mark the Private Key as Exportable"
(Note: This password was originally setup when you exported your certificate. We will not have access to these passwords.)

Step 11: Click Next
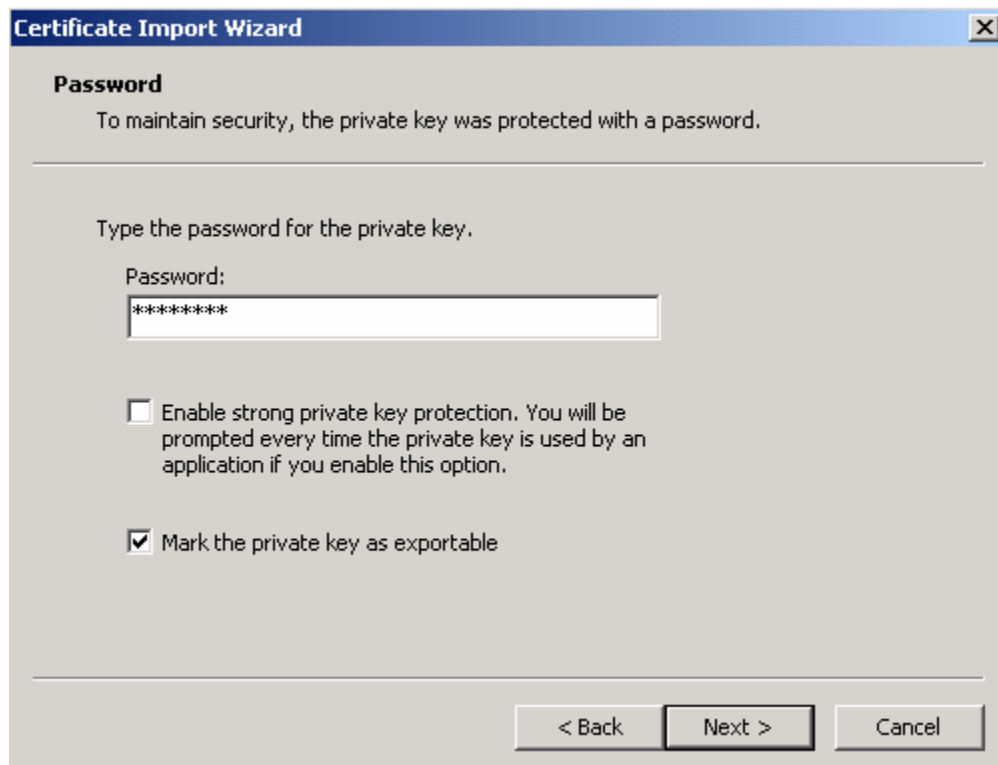
Step 12: Ensure that this setting is "*Automatically select the certificate store based on the type of certificate*" then select Next
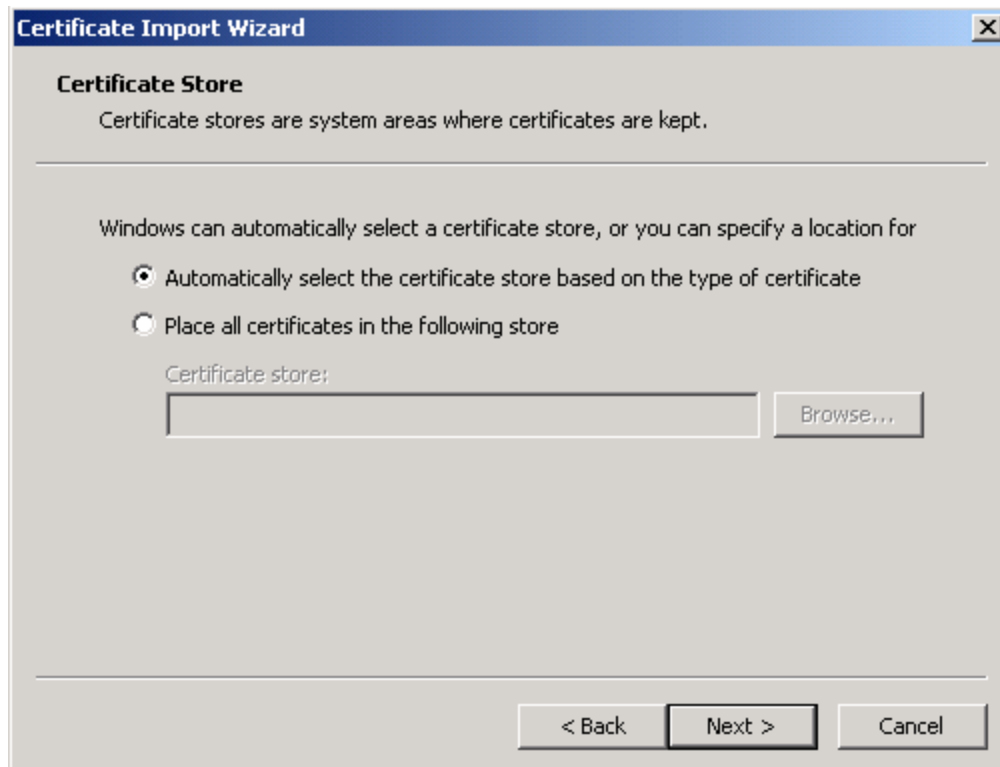
Step 13: Select Finish

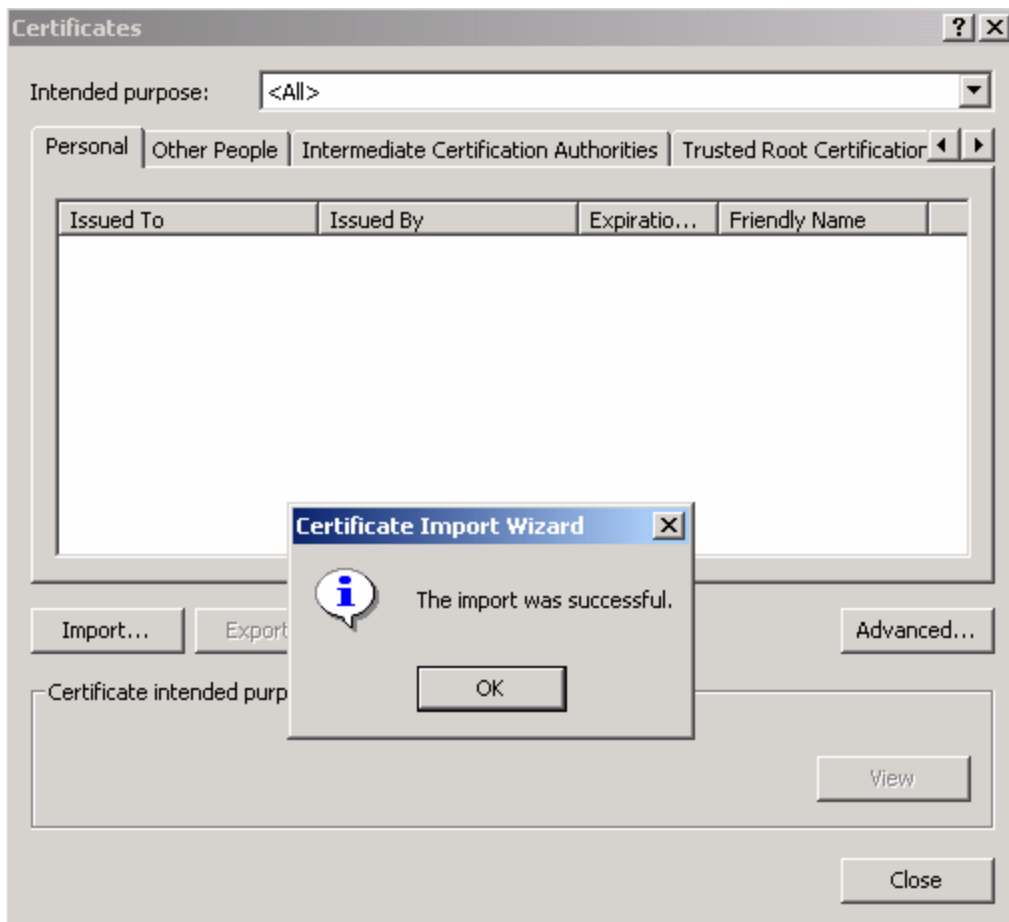**Step 14: You will receive a security warning advising you that you are about to install a certificate from the State of Kansas. Click Yes.**

Step 15: You will then receive an import successful message. Select OK.

Step 16: You will be taken back to your Certificates menu. Ensure that your certificate is listed here and that it also has a valid expiration date. Click close.


Step 17: To ensure that your certificate is valid and that you only have possession of one copy of your digital certificate, please complete the following steps:

I. **Remove the backup digital certificate from the removable storage device. Instructions for a 3 ½ floppy are:**

    a. **Insert 3 ½ floppy into drive**
    b. **Double click My Computer on the desktop**
    c. **Double click 3 ½ Floppy Drive (A:)**
    d. **Right click on your backup certificate and select Delete**
    e. **Close 3 ½ Floppy Drive A: and Close My Computer**
    f. **From the Desktop, right click on Recycle Bin, select Empty Recycle Bin**
    g. **Select Yes to the Message, "Are you sure you want to delete all of the items in the recycle bin?"**
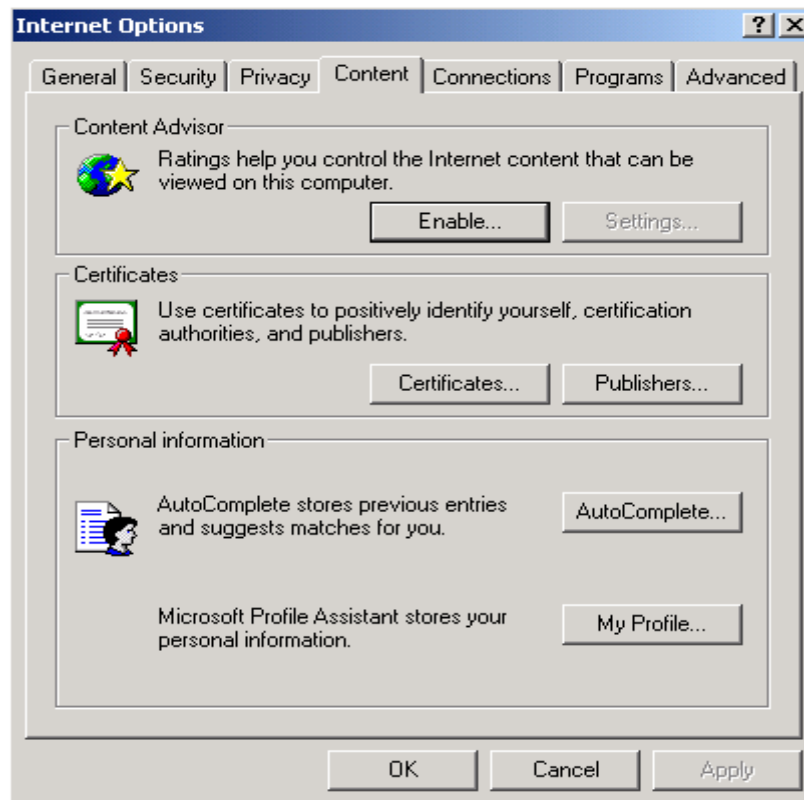

II. **Go back to the computer where you exported the certificate from.**

    1. **Open Internet Explorer 6.0**
    2. **Select Tools at the top and then select Internet Options as shown below**
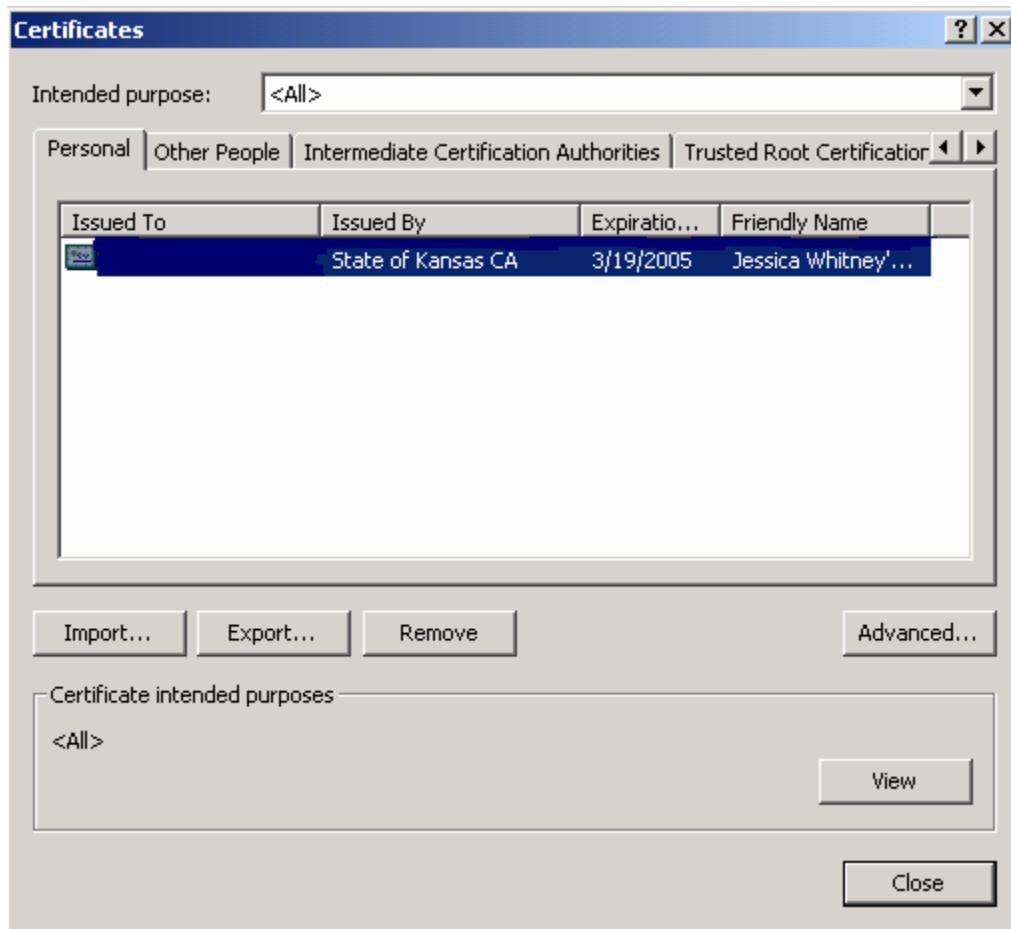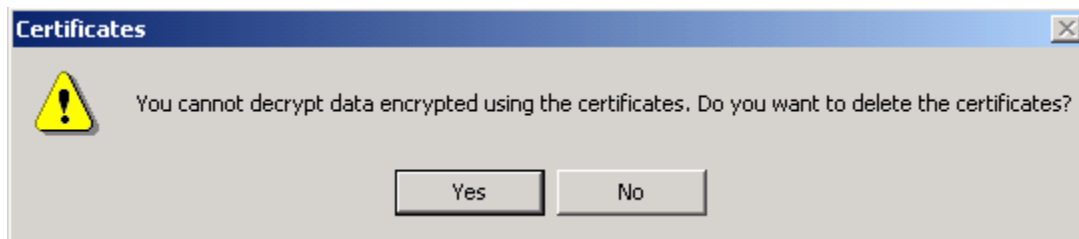
3.   Select the Content Tab
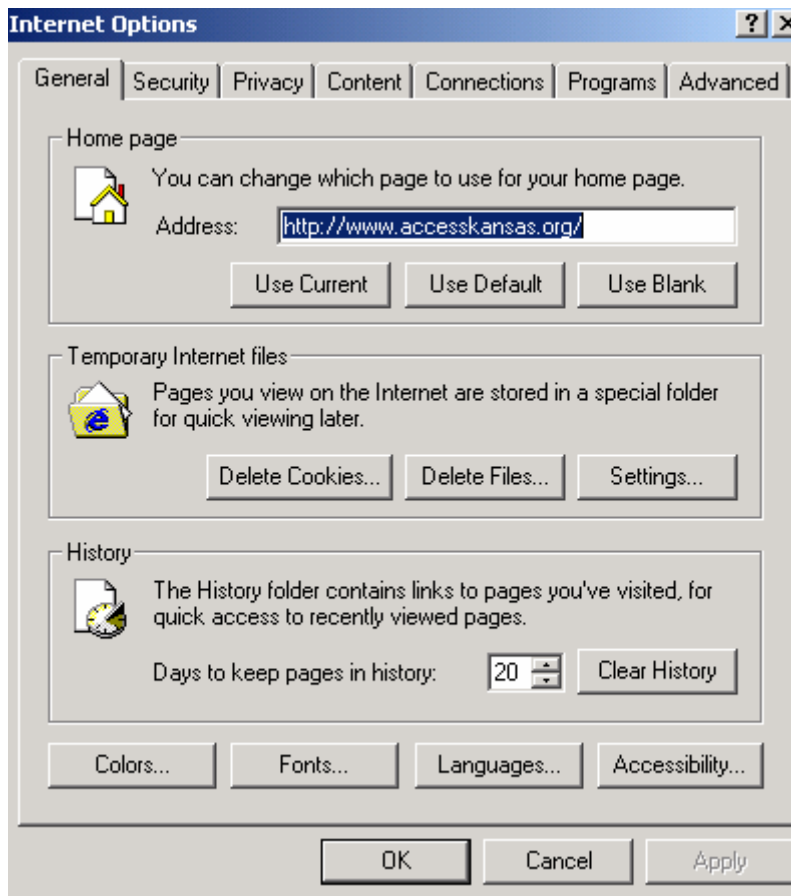
4.   Click Certificates

5.   Click once on the certificate listed. Then click Remove.

6.   You will receive the following message:

If you do not have any encrypted data on this pc that you will need to decrypt using this digital certificate, then select yes. Data types include: encrypted emails, files, etc…

CONGRATULATIONS, you are finished!!!